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8 JUN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (1-7 June 1983)

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Office of the Director

The Director of Information Services addressed the 85th running of the Midcareer Course at the Chamber of Commerce Building. He discussed the challenges of the changes in information handling technology and the OIS interests in applying these improvements to records management in the Agency. It was evident that these improvements are of interest to these future managers.

The Deputy Director of Information Services was the 7 June speaker in the monthly series of career assistance seminars sponsored by the CIA Federal Women's Program Board under the auspices of the Office of Equal Employment Opportunity. The latest session, which was held in the Headquarters Auditorium, addressed the subject of "Minority Women - Keys to Success."

Classification Review Division

CRD, in consultation with the Information Management Staff/DO, coordinated on the draft of a State Department guideline entitled Procedures for State Reviewers at NARS. These guidelines will be used by State officers as they oversee the work of the NARS personnel who are reviewing the State Department permanent records of the 1950-54 period for possible declassification.

CRD reviewed 119 documents (479 pages) for NARS, one document (one page) for DOD, two manuscripts (five pages) for PRB, 11 Summaries of Agency Employment (15 pages), and two documents (256 pages) for RIMS.

Records Management Division

The Information Control Section (ICS) of the Information Technology Branch distributed a memorandum for all Top Secret Control Officers concerning the preparation of the revised Form 26, Control and Cover Sheet for Top Secret Document (Collateral). The new form eliminates the preparation of other forms by components and improves ICS' ability to track Top Secret collateral documents that are in circulation.

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Several members of the Division attended the two-day Mass Storage Systems Seminar sponsored by the Intelligence Community Staff. The seminar provided information on future systems for data storage, as well as details by vendors on equipment that is currently being marketed. The keynote speaker, Ruth Davis, President of Pymatuning Group, provided a review on the evolution of automation and related technology for the storage and retrieval of information.

Specialists from Wang ran a complete diagnostic check on one disk drive of OIS' Wang Alliance System to pinpoint the breakdown that occurred last week. Tests were run overnight and the drive failed, indicating that the drive had a bad component board which failed under certain conditions. The board was replaced and the drive has been operating normally since then. After installing some other test equipment, Wang still will begin monitoring the line voltage of the OIS Wang installation to determine if power surge or drop were factors that contributed to the breakdown.

A member of the Requirements and Evaluation Section was detailed to participate on a special Office of Security project for approximately one week. As a result, the RAMS User Training Course scheduled for 7 June was postponed and the 14 June course may need to be rescheduled.

The Agency Archives and Records Center (AARC) made 12 additions and five deletions on RAMS during this reporting period. In addition, AARC began keying into ARCINS one job which consisted of 33,115 entries; 2,689 entries were completed on the job during the week.

Regulations Control Division

RCD completed 56 major actions on regulatory issuances, including the processing and preparation of 12 new and revised issuances, negotiations involving 17 issuances, and the publication of seven issuances. Most issuances were revisions and revalidations of existing regulations reflecting responsiveness to an RCD objective to update all regulations issued prior to 1980.

On 3 June, Chief, RCD met with the Director of the Center for the Study of Intelligence who had prepared a draft headquarters notice pointing out the need for intelligence literature and encouraging contributions to the Studies in Intelligence. A copy of this draft notice was provided to Chief, RCD for processing and a copy also was forwarded to the Executive Director as Chairman of the Editorial Board and whose name is shown as signator of the notice.

Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

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